

DEPOSITORY LIBRARY HANDBOOK:

State Publications Depository Library System

**MISSOURI DOCUMENTS DEPOSITORY LAW
181.100-181.140 RSMo**

MISSOURI STATE LIBRARY

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DEPOSITORY DOCUMENT

February 1983

Missouri State Library

(314) 751-3075

MISSOURI
STATE LIBRARY
1983

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*"Public access to government documents is essential
to the successful operation of a democracy."
Congressman William S. Moorhead*

THE STATE DOCUMENTS DEPOSITORY LAW: WHAT IS IT?

Sections 181.100-181.140 of the Revised Statutes of Missouri 1978 (House Bill 1021 passed in 1976) created for the first time an orderly system for allowing access to publications of Missouri state government. In the past, citizens had difficulty in obtaining or even knowing about the valuable materials produced by state agencies. Agencies had problems getting their publications to the people they were meant to help.

With the new law, Missouri joined most other states in using libraries as a link between state government agencies and the state's residents. By taking advantage of existing library systems, the law does not require a costly bureaucracy to distribute state publications.

The depository law authorizes the Missouri State Library to act as a center for the distribution of state publications to libraries throughout the state which it designates as depositories. State agencies deposit the number of copies of their publications requested by the State Library for the depository system, and the State Library mails these copies to the depository libraries.

In accordance with the law, the Missouri State Library has designated thirty-seven Missouri libraries, the Library of Congress, and the Center for Research Libraries in Chicago as official state documents depositories. Fifteen of these libraries are full depositories which receive all state publications. Twenty-two libraries are partial depositories. All partial depositories receive a "core" group of state publications. In addition to these basic documents, partial depositories are allowed to choose the agencies whose publications they wish to receive. The system of full and partial depositories ensures at least one major state documents collection in each area of the state, plus smaller collections in additional locations. Both public and academic libraries may be depository libraries. All depository collections must be open to the public.

The depository law and rules for the Missouri Publications Depository Library System may be found on the following pages.

Chapter 181

STATE LIBRARY

181.100. State publications defined.—As used in sections 181.100 to 181.140, and sections 182.140 and 182.291, RSMo, "state publications" shall include all multiple-produced publications of state agencies, regardless of format or purpose, with the exception of correspondence and interoffice memoranda. (L. 1976 H. B. 1021 § 2)

181.110. Publications of state officers, indexed list of to be published, distribution—depositories of publications, designation, request.—The state library shall, under the direction of the coordinating board for higher education, publish monthly an official indexed list of all printed publications of all state offices, departments, divisions, boards and commissions, whether legislative, executive or judicial, and any subdivisions of each, including state-supported institutions of higher education. The library shall also distribute such numbers of copies of such publications as it deems necessary to certain libraries, also designated by it, which shall serve as depositories for making available to the public such publications. No publications shall be distributed to any libraries unless a request is made therefor. (L. 1976 H. B. 1021 § 3)

181.120. Library to distribute publications, to whom.—In addition to the distribution of the publications as aforesaid, the library shall distribute two copies of each publication to the state archives for preservation and two copies to the state historical society. (L. 1976 H. B. 1021 § 4)

181.130. Depository agreements permitted, when.—The state library may enter into depository agreements with public libraries and college and university libraries which meet standards for depository eligibility as approved by the state library. (L. 1976 H. B. 1021 § 5)

181.140. State agencies to furnish copies of publications, to whom.—Every state agency, as enumerated in section 181.100, shall, upon release, deposit with the state library sufficient copies of each of its publications to meet the purposes of sections 181.100 to 181.140, and sections 182.140 and 182.291, RSMo. (L. 1976 H. B. 1021 § 6)

Missouri Register

Title 6—DEPARTMENT OF HIGHER EDUCATION

Division 20—State Library

Chapter 2—State Publications Depository Library System

PROPOSED RULES

6 CSR 20-2.010 Types of Depository Libraries

PURPOSE: The State Library has the authority to designate public, college, and university libraries to act as depositories for state government publications. This rule defines the two types of depository designations which will be made in order to meet the varied needs of Missouri residents for state publications and to limit to a reasonable number the copies of publications to be requested from state agencies.

(1) Depository libraries shall be of two types:

(A) Full depositories shall receive all publications of all state agencies. The purpose of a full depository is to provide a complete research collection of state publications for the use of a major geographical area. The State Library will seek to designate at least one full depository in each of the following general areas of Missouri: northeast, northwest, southeast, southwest, central, St. Louis metropolitan area, Kansas City metropolitan area. Additional designations of full depositories may be made if justified by the needs of the residents of an area.

(B) Partial depositories will be designated to provide ready access to state government publications of broad general interest and to publications in subject areas needed by residents in particular areas of the state. A partial depository must receive a basic core of state publications to be specified by the State Library. In addition, the State Library shall define categories of publications for selection by depository libraries. A category may be comprised of the publications of a department or division of state government or some other logical grouping of publications. Each partial depository library must select at least one category of publications to be received in addition to the core collection.

Auth: section 181.021 RSMo (1969) and section 181.130 RSMo (Supp. 1976)

6 CSR 20-2.020 Standards for Depository Libraries

PURPOSE: The State Library will distribute state publications on a regular basis to the libraries designated as depositories. This rule promotes free access to the publications by all residents of the state by establishing minimum standards which libraries must meet and maintain to be eligible for depository status. It also gives the State Library power to enforce these standards.

(1) The State Library will select public, college, and university libraries to act as state publications depositories on the basis of geographic distribution, broadness of clientele served, and ability to meet the conditions specified in the following section.

(2) A depository library shall:

(A) Provide reference assistance in the use of state publications to any Missouri resident. Circulation of the publications is encouraged.

(B) Provide interlibrary loan service for state publications to any Missouri resident.

(C) Maintain sufficient hours of library service to allow convenient public access. State publications must be available for use during any hours the library is open.

(D) Inform the public frequently of the availability of state publications. The public includes the residents of the geographic area in which the library is located.

(E) Designate a professionally trained librarian to be responsible for service related to state publications, and provide adequate support staff. This librarian need not spend full time on state publications.

(F) Provide an orderly, systematic recording of receipt and subsequent arrangement of materials.

(G) Process and shelve all state publications within thirty (30) days of receipt.

(H) Provide space to house publications, with adequate provision for expansion.

(I) Dispose of publications only in accordance with policies established by the State Library. Depository publications remain the property of the State Library.

(3) The State Library shall enforce maintenance of these standards by inspections and annual surveys. A depository agreement may be terminated by the State Library for failure to comply with any of the conditions above or by a library at its own request.

MISSOURI
STATE LIBRARY

STATE DOCUMENTS DEPOSITORY LIBRARIES

★ Full
● Partial

Atchison Nodaway Worth Harrison Mercer Putnam Schuyler Clark
Holt Gentry Sullivan Adair Scotland Knox Lewis
Andrew DeKalb Daviess Grundy Linn Macon Shelby Marion
Clinton Caldwell Livingston Chariton Randolph Monroe Ralls Pike
Platte Clay Ray Carroll Saline Howard Boone Audrain Lincoln
Jackson Lafayette Johnson Pettis Cooper Callaway Montgomery Warren
Cass Henry Benton Morgan Moniteau Cole Osage Gasconade Franklin
Bates Vernon St. Clair Hickory Camden Miller Maries Crawford Washington
Barton Dade Lawrence Greene Webster Wright Texas Dent Iron St. Genevieve Perry
Jasper Newton McDougal Stone Christian Douglas Howell Shannon Reynolds Madison
Barry Taney Ozark Ripley Butler Wayne Stoddard Cape Girardeau Scott
New Madrid Pemiscot Dunklin

- ★ Full
- Partial

DEPOSITORY LIBRARIES

ST. LOUIS METROPOLITAN AREA

St. Louis Public Library (f) -- Anne Watts, 1301 Olive St., St. Louis,
MO 63103; 314/241-2288 ext. 375.

University of Missouri-St. Louis (f) -- Betty Wilbanks, Thomas Jefferson
Library, 8001 Natural Bridge Rd., St. Louis, MO 63121; 314/553-5060.

Maryville College (p) -- Genie McKee, Maryville College Library, 13550
Conway Rd., St. Louis, MO 63141; 314/576-9496.

St. Charles City-County Library (p) -- Mary Heinbokel, P.O. Box 529,
425 Spencer Rd., St. Peters, MO 63376; 314/447-2320.

St. Louis County Library (p) -- Betty Schramm, 1640 S. Lindbergh, St.
Louis, MO 63131; 314/994-3300.

St. Louis University Law School (p) -- Joanne C. Vogel, Law Library,
3700 Lindell Blvd., St. Louis, MO 63108; 314/658-2755.

Washington University, School of Law (p) -- Carol Jean Grey, Freund
Law Library, Campus Box 1120, Mudd Bldg., St. Louis, MO 63130;
314/889-6484.

Webster College (p) -- Rose Brady, Eden-Webster Library, 475 E. Lock-
wood Ave., Webster Groves, MO 63119; 314/968-6900 ext. 6952.

KANSAS CITY METROPOLITAN AREA

Kansas City Public Library (f) -- Betty Shouse, 311 E. 12th St.,
Kansas City, MO 64106; 816/221-2685.

University of Missouri-Kansas City (p) -- Shirley Mickelson, General
Library, 5100 Rockhill Rd., Kansas City, MO 64110; 816/276-1536.

University of Missouri-Kansas City, School of Law (p) -- Shelley L.
Dowling, Leon E. Brock Law Library, 5100 Rockhill Rd., Kansas
City, MO 64110; 816/276-1650.

William Jewell College (p) -- Nancy Garner, Charles F. Curry Library,
Liberty, MO 64068; 816/781-3806 ext. 292.

NORTHWEST

Northwest Missouri State University (f) -- Robert M. Nedderman, Wells
Library, Maryville, MO 64468; 816/562-1591.

NORTHWEST (con't.)

Missouri Western State College (f) -- Susan Bushhammer, Hearnes Learning Resources Center, 4525 Downs Dr., St. Joseph, MO 64507; 816/271-4573.

St. Joseph Public Library (p) -- Sharon Canter, Tenth and Felix Sts., St. Joseph, MO 64501; 816/232-8151.

NORTHEAST

Northeast Missouri State University (f) -- Karen McClaskey, Pickler Memorial Library, Kirksville, MO 63501; 816/785-4534.

SOUTHEAST

Southeast Missouri State University (f) -- J. Robert Willingham, Kent Library, 900 Normal, Cape Girardeau, MO 63701; 314/651-2243.

Cape Girardeau Public Library (p) -- Emily Baker, 711 N. Clark, Cape Girardeau, MO 63701; 314/334-5279.

Current River Regional Library (p) -- Eunice Pennington, Van Buren, MO 63965; 314/323-4315.

Riverside Regional Library (p) -- Mildred Seboldt, Central Services Center, 204 S. Union, P.O. Box 389, Jackson, MO 63755; 314/243-8141.

Three Rivers Community College (p) -- Edna Darnell, Rutland Library, Poplar Bluff, MO 63901; 314/686-4101 ext. 202.

EAST CENTRAL

Mineral Area College (p) -- Rosetta Simmons, Learning Resources Center, Flat River, MO 63601; 314/431-4593.

SOUTH CENTRAL

Southwest Missouri State University - West Plains Campus (p) -- Neva Parrott, West Plains Campus Library, 905 W. Main, West Plains, MO 65775; 417/256-9865.

SOUTHWEST

Southwest Missouri State University (f) -- Eddie Altis, SMSU Library, 901 S. National, Springfield, MO 65802; 417/836-5104.

Springfield-Greene County Library (p) -- Michael Glenn, 397 E. Central, P.O. Box 737, Springfield, MO 65801; 417/869-4621.

SOUTHWEST (con't.)

Barry-Lawrence Regional Library (p) -- Bernice Wood, 213 6th St.,
Monett, MO 65708; 417/235-6646.

Missouri Southern State College (p) -- Arlene Moore, Newman and
Duquesne Rds., Joplin, MO 64801; 417/624-81-8 ext. 261.

School of the Ozarks (p) -- Charlotte Dugan, Lyons Memorial Library,
Point Lookout, MO 65726; 417/334-6411.

CENTRAL

Central Missouri State University (f) -- Kathryn Erisman, Ward Edwards
Library, Warrensburg, MO 64093; 816/429-4149.

University of Missouri-Columbia (f) -- Sally Schilling, Elmer Ellis Library,
Columbia, MO 65211; 314/882-6733.

Central Methodist College (p) -- Danita Gibson, George M. Smiley
Memorial Library, Fayette, MO 65248; 816/248-3391 ext. 261.

Daniel Boone Regional Library (p) -- Sharon Willey, 100 W. Broadway,
P.O. Box 1267, Columbia, MO 65205; 314/443-3161.

University of Missouri-Columbia, Law Library (p) -- Jo Ann Humphreys,
Law Library, Tate Hall, Columbia, MO 65211; 314/882-4597.

University of Missouri-Rolla (p) -- Kathy Parsons, University of Missouri-
Rolla Library-Periodicals, Rolla, MO 65401; 314/341-4227.

SPECIAL DEPOSITORIES

Center for Research Libraries (f) -- Ann Germany, 6050 S. Kenwood Ave.,
Chicago, IL 60637.

Library of Congress (f) -- Exchange and Gift Division, 10 First St. S.E.,
Washington, D.C. 20540.

STATUTORY DEPOSITORIES

Missouri State Archives (f) -- Billie Smith, 1001 Industrial Dr., Jefferson
City, MO 65101; 314/751-3280.

Missouri State Library (f) -- John Finley, 308 E. High, P.O. Box
387, Jefferson City, MO 65102; 314/751-3075.

State Historical Society of Missouri Library (f) -- Bonnie Wright, 1020
Lowry St., Columbia, MO 65201; 314/882-7083.

TYPES OF PUBLICATIONS DISTRIBUTED

Core Documents

State government publications designated as "core" documents are distributed to all full and partial depository libraries. The purpose of the core collection is to provide a group of basic state publications which will answer many of the questions people have about state government and about Missouri in general. Most core documents provide statistical or directory information or news on important subjects. Titles on the core list are reviewed periodically for their usefulness. Librarians and state agencies are encouraged to suggest titles which they think should be added. When a new publication is instituted by a state agency, the State Library decides whether it should be added to the core list. Placing these publications in every depository ensures accessibility throughout the state.

The list of "core documents" may be found on the following pages.

All Other Publications

Publications not on the "core list" are distributed to all full depositories. They are distributed to partial depositories depending on the choices which the libraries have made from approximately 50 publication categories. Partial depositories have the opportunity to change their selections annually.

A list of these categories may be found on pp. 13-17.

The law defines "state publication" broadly so that it covers all types of publications. However, the State Library can exempt from distribution publications which it determines have little value. On the advice of depository librarians, several serials have been so exempted. Though the depository law covers state university publications, the system so far has concentrated on the executive and legislative branches.

Agencies are not required to supply publications retrospectively to depository libraries.

CORE DOCUMENTS

OFFICE OF ADMINISTRATION

Missouri state executive branch directory (annual)

Budget & Planning Division

Executive budget (annual)

Budget message and budget summary

EDP Coordination Division

Missouri state telephone directory (annual)

AGRICULTURE DEPARTMENT

Biennial report

Crop & Livestock Reporting Service

Missouri farm facts (annual)

ATTORNEY GENERAL

Annual report (if published)

AUDITOR

Annual report

CONSERVATION DEPARTMENT

Annual report

Wildlife code of Missouri (annual)

CONSUMER AFFAIRS , REGULATION & LICENSING DEPARTMENT

Commerce & Industrial Development Division

Missouri corporate planner (looseleaf; irregular)

Finance Division

Biennial report

Insurance Division

Annual report and statistical data

Savings & Loan Supervision Division

Report (biennial)

CORRECTIONS & HUMAN SERVICES DEPARTMENT

Probation and Parole Board

Annual report

ELEMENTARY & SECONDARY EDUCATION DEPARTMENT

Missouri school directory (annual)

Missouri school laws (looseleaf; irregular)

Missouri schools (monthly except for June, July & August)

Report of the public schools of Missouri (Annual)

GENERAL ASSEMBLY

Manual: List of members, officers, committees, and the rules of the
House/Senate (biennial)

Fiscal Affairs Committee

Appropriations summary (annual)

House

Summaries of truly agreed to and finally passed bills (annual)

Legislative Research Committee

Classified index, truly agreed to and finally passed House and Senate bills (annual)

Revised statutes of Missouri (every 10 years)

Supplement to revised statutes (annual)

Senate

A summary of legislation truly agreed to and finally passed by the General
Assembly (annual)

HIGHER EDUCATION DEPARTMENT

Annual report

HIGHWAY DEPARTMENT

Accident statistics (annual)

Annual report

Biennial report

Official highway map (biennial)

Traffic accident statistics

JUDICIAL DEPARTMENT

Annual statistical report

LABOR & INDUSTRIAL RELATIONS DEPARTMENT

Annual report

Labor laws of Missouri (biennial)

Employment Security Division

Missouri area labor trends (monthly)

LIEUTENANT GOVERNOR

Annual report (if published)

MENTAL HEALTH DEPARTMENT

Mental health statistics (annual)

NATURAL RESOURCES DEPARTMENT

Annual report

PUBLIC SAFETY DEPARTMENT

Annual report (if published)

Fire Marshal

Annual report (if published)

Highway Patrol

Missouri traffic crashes (annual)

REVENUE DEPARTMENT

Annual combined financial report of the Department of Revenue and the
State Treasurer

Motor Vehicle & Driver's Registration Division

Missouri driver guide (irregular)

Tax Commission

Annual report of the proceedings & decisions of the State Tax Commission
of Missouri

Annual report, selected decisions and orders of the State Tax Commission
of Missouri

Taxation Division

Missouri tax forms package MoX (annual)

SECRETARY OF STATE

Certification of candidates for general election (biennial)

Certification of candidates for primary election (biennial)

Constitution of the State of Missouri (irregular)

Democratic & Republican convention rosters (quadrennial)

Democratic & Republican state committees and slates of candidates (biennial)

Election laws of the State of Missouri (frequent supplements)

General Assembly roster (biennial)

Official manual (biennial)

Primary election returns (biennial)

Roster of state, district & county officers (biennial)

Administrative Rules Division

Code of state regulations annotated (looseleaf)

Missouri register (monthly)

Campaign Reporting Division

Missouri annual campaign finance report

SOCIAL SERVICES DEPARTMENT

Annual report (if published)

Aging Division

Licensed skilled nursing, intermediate care, residential care, and adult
boarding facilities in Missouri (annual)

Family Services Division

Annual report

Juvenile court statistics (annual)

Health Division

Biennial report

Directory of hospitals and related health services (annual)

Licensed ambulance services directory

Center for Health Statistics

Missouri vital statistics (annual)

Monthly vital statistics

AGENCY CODE LIST

1982-83

Following is a list by agency of all of the categories from which depository libraries may select publications. The number requested from the agency is a total of the 18 copies needed for full distribution plus the number of partial depositories which have selected that group of publications. The number of copies distributed usually will range from 18 to 42.

Partial depositories will be allowed to review their selections once a year.

<u># OF</u> <u>COPIES</u>	<u>AGENCY</u> <u>CODE</u>
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OFFICE OF ADMINISTRATION

22	AD-1	Accounting Division
43	AD-2	Budget & Planning Division
23	AD-3	Personnel Division
19	AD-4	Remainder of Office of Administration. Central Office, Purchasing, Design & Construction, etc.

AGRICULTURE DEPARTMENT

25	AG-1	Crop & Livestock Reporting Service
25	AG-2	Remainder of Agriculture Department. All divisions and Central Office.

ATTORNEY GENERAL

29	ATG-1	Attorney General
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AUDITOR

22	AUD-1	Auditor
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OF
COPIES

AGENCY
CODE

CONSERVATION DEPARTMENT

38	CON-1	Conservation Department - General Publications on hunting and fishing; wildlife; forestry; rare & endangered species; hiking trails; etc.
25	CON-2	Conservation Department - Technical Technical reports from Fisheries, Forestry, & Wildlife Divisions

CONSUMER AFFAIRS, REGULATION & LICENSING DEPARTMENT

36	CARL-1	State Council on the Arts
36	CARL-2	Community & Economic Development Division
24	CARL-3	Finance Division
38	CARL-4	Human Rights Commission
34	CARL-5	Public Service Commission All publications except <u>Reports</u>
22	CARL-6	Public Service Commission - Reports
30	CARL-7	Professional Registration Division
37	CARL-8	Tourism Division
31	CARL-9	Remainder of Department of CARL. Includes Central Office, Administrative Hearing Commission, Credit Union Division, Environmental Improvement Authority, Housing Development Commission, Insurance Division, Public Counsel, Savings & Loan Supervision Division

CORRECTIONS & HUMAN RESOURCES DEPARTMENT

29	CORR-1	Includes Division of Adult Institutions and Board of Probation & Parole
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ELEMENTARY & SECONDARY EDUCATION DEPARTMENT

31	ED-1	Elementary & Secondary Education Department
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<u># OF COPIES</u>	<u>AGENCY CODE</u>
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GENERAL ASSEMBLY

35	GA-1	Bills & Journals
27	GA-2	Other publications of the General Assembly

GOVERNOR

35	GOV-1	Governor
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HIGHER EDUCATION DEPARTMENT

36	HI-1	Higher Education Department - Central Office
41	HI-2	State Historical Society
40	HI-3	State Library

HIGHWAY DEPARTMENT

29	HIGH-1	Highway Department - General Status of Missouri Highways by Routes & Systems; Traffic Trends on Missouri Highways; Bridge Records for Defense Requirements; Standard Specifications; brochures; other publications
20	HIGH-2	Highway Department - Technical Research reports on technical aspects of highway construction

JUDICIAL DEPARTMENT

26	JUD-1	Judicial Department
37	JUD-2	Missouri Bar

LABOR & INDUSTRIAL RELATIONS DEPARTMENT

36	LI-1	Employment Security Division
24	LI-2	Remainder of LIR Department Includes Central, Committee on the Employment of the Handicapped; Labor Standards Division; Workers' Compensation Division; Mediation Board

<u># OF COPIES</u>	<u>AGENCY CODE</u>
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LIEUTENANT GOVERNOR

27	LG-1	Lieutenant Governor
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MENTAL HEALTH DEPARTMENT

32	MH-1	Mental Health Department
22	MH-2	State Mental Health Institutions

NATURAL RESOURCES DEPARTMENT

34	NR-1	Environmental Quality Division
36	NR-2	Geology & Land Survey Division - General
25	NR-2-A	Geology & Land Survey Division - Technical Technical reports and news releases
36	NR-3	Energy Division
38	NR-4	Parks & Historic Preservation Division
27	NR-5	Remainder of Natural Resources Department

MISSOURI OCCUPATIONAL INFORMATION COORDINATING COMMITTEE

32	OI-1	Missouri Occupational Information Coordinating Committee
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PUBLIC SAFETY DEPARTMENT

24	PS-1	Adjutant General Includes Disaster Planning Office, National Guard
24	PS-3	Highway Patrol
27	PS-4	Remainder of Public Safety Department Publications of Central Office; Fire Marshal; Highway Safety Division; Liquor Control Division; Water Safety Division

MISSOURI STATE EMPLOYEES RETIREMENT SYSTEM

19	RET-1	Missouri State Employees Retirement System
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<u># OF COPIES</u>	<u>AGENCY CODE</u>	
REVENUE DEPARTMENT		
31	REV-1	Revenue Department Publications of Revenue Department; Highway Reciprocity Commission; State Tax Commission
PUBLIC SCHOOL RETIREMENT SYSTEM		
22	SCH-1	Public School Retirement System
SECRETARY OF STATE		
36	SS-1	Secretary of State
SOCIAL SERVICES DEPARTMENT		
34	SOC-1	Aging Division
31	SOC-2	Family Services Division
34	SOC-3	Health Division
31	SOC-4	Remainder of Social Services Department Includes Planning & Budget Division; Manpower Planning Division; State Health Planning Division
TREASURER		
30	TR-1	Treasurer

PUBLICATIONS CONTACTS

The State Library relies on the designated "Publications Contact" for each agency to supply us with documents for the depository program. The decision on whether to designate a single Publications Contact for an entire office or department or a separate contact for each division is made by each department director and elected official.

Those Publications Contacts who are in charge of large departments or divisions may need to designate additional persons within their organizations who will be responsible for providing them with the necessary number of publications. If you need additional copies of this handbook for these secondary publications contacts, please contact the State Documents Librarian at the Missouri State Library (751-3075).

Please check the following list and notify the State Library immediately of any changes in names, addresses or phone numbers. Please inform us also of any changes in the future.

ADMINISTRATION, OFFICE OF

Nancy Floyd, Rm. 125 State Capitol Building (751-3311)

Accounting Division --- Pam Knoll, 1621 E. Elm St. (751-3878)

Workmen's Compensation Unit --- Terry Irwin, P.O. Box 809 (751-4044)

Budget & Planning Division --- Mary Schwartz, Rm. 129, State Capitol Bldg.
(751-2345)

Design & Construction Division --- Ed Luebbert, State Capitol Bldg., Rm. B-20
(751-4175)

Electronic Data Processing Division --- Malcolm Campbell, State Capitol Bldg.,
Rm. B-9 (751-3290)

Personnel Division --- Susan Vieth, P.O. Box 388, 117 E. Dunklin St. (751-4162)

Purchasing Division --- O'Dell Crader, State Capitol Bldg., Rm. B-21 (751-4169)
Assisted by Judy Martin

AGRICULTURE DEPARTMENT

Charles Pattyson, Information Services Program, 13th Floor, Jefferson Bldg.
(751-4645)

AGRICULTURE DEPARTMENT
(con't)

Agricultural Development Division --- same as above

Animal Health Division --- same as above

Crop & Livestock Reporting Service --- Mary Bayles or Robert P. Bellinghauser,
Box L, Columbia, 65205 (314-875-5233)

Grain Inspection & Weighing Division --- Elsie Collum, Secretary, 13th Floor,
Jefferson Bldg. (751-2558)

International Marketing Division --- Margo Carlock, Marketing Specialist, 13th
Floor, Jefferson Bldg. (751-3935)

Plant Industries Division --- Leola Tynes, Secretary, P.O. Box 630, 2632
Industrial Dr. (751-4310)

Weights & Measures Division --- Mary Jane Mitchell, Supervisor of Clerical
Services, P.O. Box 630 (751-4278)

ATTORNEY GENERAL

Randy Sissel, P.O. Box 899, Supreme Court Bldg. (751-3221, ext 258)
or Rita Shelton (ext 259)

AUDITOR

Ken MacNevin, Public Information Officer, State Capitol, Rm. 224 (751-4824)
Assisted by Holly Arnold (751-4213)

CONSERVATION DEPARTMENT

Mike McIntosh, P.O. Box 180, 2901 N. Ten Mile Dr. (751-4115)

Fisheries Division --- Joe Dillard (technical fisheries pubs.), Fish & Wildlife
Research Center, 1110 College Ave.,
Columbia, 65201 (314-449-3761)

Forestry Division --- Tim Frevert (technical forestry pubs.), P.O. Box 180,
2901 N. Ten Mile Dr. (751-4115)

Wildlife Division --- Bill Crawford (technical wildlife pubs.). Columbia address
above

CONSUMER AFFAIRS, REGULATION & LICENSING DEPARTMENT

Loree Kessler, 101 Adams (751-4962)

Administrative Hearing Commission --- Janet Berry, 206 Metro (751-2422)

Arts, Council on the --- Jim Mann, Wainwright Office Complex, 111 N. 7th St.,
St. Louis, 63101 (314-444-6845)

Community & Economic Development --- Suzanne Stegner, 1014 Madison (751-2741)

Environmental Improvement Authority --- Marylene Kelly, 2705 Industrial Dr.
(751-4919)

Finance Division --- Larry Lawson, Supervisor, Support Services, 515 E. High St.
(751-3395)
Kathy Burks (751-3395) for Bulletin

Housing Development Commission --- David Perkins, 20 W. 9th St., Suite 934,
Kansas City, 64105 (816-421-1720)

Human Rights Commission --- Karen Lilley, 204 Metro Dr. (751-3325)

Insurance Division --- Clyde Scott, 515 E. High St. (751-4439)
Brad Connor (751-3898) for statistical
publications

Professional Registration --- H.C. Cooper, Jr., 3523 N. Ten Mile Dr. (751-2334)
Assisted by Sallie Jacobs

Public Counsel, Office of --- James Fischer, 1014 Northeast Dr. (751-4857)

Public Service Commission --- Jay Johnson, P.O. Box 360, 9th Floor, Jefferson
Bldg. (751-2452)

Savings & Loan Division --- Carol Crader, 308 E. High St. (751-4243)

Tourism Division --- Steve Kappler, P.O. Box 1055 (751-3208)

CORRECTIONS & HUMAN RESOURCES DEPARTMENT

Don Schroeger, 700 E. Capitol (751-2389)

Probation & Parole Division --- Jim Markham, 211 Marshall (751-2441)

ELEMENTARY & SECONDARY EDUCATION DEPARTMENT

James Morris, 6th Floor, Jefferson Bldg. (751-3469)

GENERAL ASSEMBLY

Commission on Fiscal Affairs --- Mary Arnold, Administrative Asst., State Capitol,
Rm. 132 (751-4143)

House of Representatives --- Dwight Fine, Chief Clerk, State Capitol, Rm. 307A
(751-3829)

House Research --- Darrell Jackson, State Capitol, Rm. B-38 (751-2979)

Legislative Library --- Anne Rottmann, Librarian, State Capitol, 3rd Floor
(751-4633)

Senate Research --- Tom Sullivan, State Capitol, 5th Floor (751-4666)

GOVERNOR

Nancy Vessel, Rm. B-34, State Capitol (751-3222)

HIGHER EDUCATION DEPARTMENT

Steve Dougherty, 600 Monroe (751-2361)

HIGHWAY DEPARTMENT

Arthur L. Taylor, Public Information Director, Highway Bldg. (751-2840)
Assisted by Rosalie Clark

Materials & Research Division --- same as above

Planning Division --- same as above

Public Information --- same as above

JUDICIAL DEPARTMENT

Missouri Bar --- E.A. "Wally" Richter, 326 Monroe (635-4128)
Assisted by Janet Musick

State Courts Administrator --- Meryl Atterberry, 1103 R. Southwest Blvd.
(751-3585, ext. 24)

LABOR & INDUSTRIAL RELATIONS DEPARTMENT

Employment Security Division --- Ralph Rockelman, 421 E. Dunklin St.
(751-3215, ext. 3217)
Assisted by Jeanne Russell

Governor's Committee on Employment of the Handicapped --- Donna Goodloe,
1904 Missouri Blvd. (751-2600)

Labor & Industrial Relations Commission --- Mary Lou Lanza, 1904 Missouri Blvd.
(751-2461)

Labor Standards Division --- Melba Smart, 722 Jefferson St. (751-3403)

Mediation Board --- Mary Gant, 207 Adams (751-3614)

Worker's Compensation Division --- Lois Elliott, 722 Jefferson St. (751-4231)

LIEUTENANT GOVERNOR

State Capitol, Rm. 327 (751-2781)

MENTAL HEALTH DEPARTMENT

John H. Mayfield, 2002 Missouri Blvd. (751-3070)

NATURAL RESOURCES DEPARTMENT

Cheryl Giboney, 1014 Madison St. (751-3443)

Air Conservation Commission: Environmental Quality Division --- same as above

Clean Water Commission: Environmental Quality Division --- same as above

Energy Agency, Missouri --- same as above

Environmental Quality Division --- same as above

Geology & Land Survey Division --- Keith Wedge, P.O. Box 250, Rolla, 65401
(364-1752)

Historic Preservation, Office of --- address above

Land Reclamation Commission: Environmental Quality Division --- same as above

Outdoor Recreation Council --- same as above

Parks & Recreation Division --- same as above

Planning & Policy Development Division --- same as above

Soil & Water Districts Commission: Environmental Quality Division --- same as
above

Solid Waste Program: Environmental Quality Division --- same as above

Water Supply Program: Environmental Quality Division --- same as above

MISSOURI OCCUPATIONAL INFORMATIONAL COORDINATING COMMITTEE

Kay Raithel, 421 E. Dunklin (751-3215 ext. 3323)

PUBLIC SAFETY DEPARTMENT

Bob Winslow, 621 E. Capitol (751-4905)

Adjutant General --- Captain Clyde Martin, 1717 Industrial Dr. (751-2321, ext. 113)
Veterans' Affairs Division --- William Tellman, 815 Jefferson (751-3343)

Disaster Planning & Operations Office: Adjutant General --- Becky Brenneke,
1717 Industrial Dr. (751-2321, ext. 182)

Highway Patrol --- Dean Hollis, 1510 E. Elm (751-3313)

Liquor Control Division --- Janice Smith, 505 Missouri Blvd. (751-2333)

Water Safety Division --- Melba Bartley, 911A Leslie Blvd. (751-3333)

MISSOURI STATE EMPLOYEES' RETIREMENT SYSTEM

Mary Jean Hackwood, Exec. Secretary, P.O. Box 209 (751-2342)

PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

Dr. David W. Mustoe, Exec. Secretary, P.O. Box 268 (751-3414)

REVENUE DEPARTMENT

Diane Whitley, Budget & Legislative Office, 14th Floor, Jefferson Bldg.
(751-2110)

Cashier's Office --- Dora Dale Mittenberg, 1st Floor, Jefferson Bldg. (751-2710)

Highway Reciprocity Commission --- Jackie Kemmer, Exec. Secretary, 12th Floor,
Jefferson Bldg. (751-3466)
Assisted by Ruth Rackers

Motor Vehicle & Licensing Division --- Marilyn Blomberg, P.O. Box 100, 3rd.
Floor, Broadway Bldg. (751-2992)

Tax Commission, State --- Robert Coleman, Administrative Secretary, 623 E.
Capitol (751-2414)

Taxation Division --- Dave Coulter, 14th Floor, Jefferson Bldg. (751-2185)

SECRETARY OF STATE

Ken Johnson, Editor, Publications Division, Records Center, 1001 Industrial
Dr. (751-4218)

Administration Division --- same as above

Administrative Rules Division --- same as above (751-4015 for information)

Campaign Reporting Division --- same as above

Commission Division --- same as above

Corporations Division --- same as above

Records Management & Archives Service --- same as above

Securities Division --- same as above (751-4136 for information)

Uniform Commercial Code Division --- same as above

SOCIAL SERVICES DEPARTMENT

Jerry Giffen, Office of Communication and Public Information, 4th Floor,
Broadway Bldg., (751-3770)

Aging Division --- Nan Allbritton or Cheryl Holland, 6th Floor, Broadway Bldg.,
(751-3082)

Family Services Division --- John Pletz, 4th Floor, Broadway Bldg., Assisted
by Bernice Litto (751-2484)

Health Division --- Olivia Pennington, 1407 Southwest Blvd. (751-2017)

Health Planning & Development, State --- Patty Hagenhoff, 2nd Floor, Broadway
Bldg. (751-2055)

Manpower Planning Division --- Mike Hartmann, 221 Metro Drive (751-4750)


Youth Services Division --- Mary Nebel, 7th Floor, Broadway Bldg. (751-4718)

TREASURER

Lorraine Oligschlaeger, Rm. 229, Capitol Bldg. (751-2411)

DISTRIBUTION AND MAILING

Depository publications are mailed from the Missouri State Library every second Tuesday. Each shipment is accompanied by a shipping list. Documents are sent with the following type of label:

<p>CONTENTS / LIBRARY MATERIAL</p> <p>FROM:</p> <p>MISSOURI STATE LIBRARY </p> <p>308 East High Street Jefferson City, Missouri 65101</p>	<p>MO. DEPOSITORY DOCS. LIBN. WELLS LIBRARY NORTHWEST MO. STATE UNIV. MARYVILLE, MO. 64468</p> <p><small>POSTMASTER: This parcel may be opened for postal inspection if necessary Return in 5 days if not delivered</small></p>
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Please make sure your mailroom knows where to direct packages and letters addressed to "Mo. Depository Docs. Libn."

DIRECT DISTRIBUTION

A few publications are mailed direct to depositories by the agencies. The Missouri Register, published by the Secretary of State, is mailed directly from Columbia where it is published monthly. The Missouri Conservationist is also mailed directly to you. We will notify you on each bi-weekly shipping list of any publications which you should have received direct from the issuing agency.

RECEIVING AND CLAIMING

When depository shipments are received, each document must be marked with (1) date of receipt and (2) indication that this is a Missouri Depository document, such as "Mo. Dep. Doc." A stamp showing both will simplify this procedure. The purpose of the date stamp is to aid in disposal procedures and to help you estimate the time of the next edition or issue of a publication.

Full depositories should receive every document listed on the shipping list. Full depositories and partial depositories should compare the shipping list number to the number of the last shipment received to make sure that an entire shipment has not been lost in the mail. If a shipment is missing send a Claim Form to State Documents Librarian, Missouri State Library. A sample claim form follows this section. If the shipment arrives after you have mailed the claim form, be sure to notify the State Library immediately.

Partial depositories have selected the classes of publications they wish to receive from approximately 50 choices. Since no two of the 24 partial depositories will receive the same documents in any given week, complex sorting procedures at our end and careful checking of shipping lists and publications received at your end are necessary. We depend on you to notify us of errors made in sorting. Agencies often have only a limited supply of their publications, so please notify us immediately of any publications missing from your shipment.

Much important information concerning the mechanics/procedures of the program, the availability of publications, and bibliographic information relating to state agencies and their publishing activities is included as notes on the bi-weekly shipping lists. If a clerk or paraprofessional is responsible for processing of newly-received documents, the depository librarian should be sure to read each week's list for this information.

Each partial depository receives each year a Depository Selections list showing Agency Codes for the categories of publications which it has chosen to receive during the coming year. This list is essential to your weekly checking in of depository shipments. Following is a suggested procedure for checking in shipments. (Libraries which are also Federal depositories will already be familiar with this procedure).

SAMPLE SHIPPING LIST

SHIPPING LIST #80
DATE November 1, 1978

CODE		CLASSIFICATION
	OFFICE OF ADMINISTRATION	
AD-2	<u>Budget & Planning Division</u> Budgeting for the 1980's. 1978. 32 p.	AD.Bu 2: B 85.
	ELEMENTARY & SECONDARY EDUCATION DEPARTMENT	
ED-1 CORE	Learning is fun. 1977. 562 p. Missouri school directory, 1978-1979. (annual).	ED 2: L 47 ED 4: Sch 1/yrs.
	PUBLIC SAFETY DEPARTMENT	
CORE PS-4	Annual report 1977-1978. Planning for Missouri's safety 1978-1982. 200 p.	PS 1: yrs. PS 2: P 69

1. In the "CODE" column, circle or check the codes for publications which your library should receive:
 - a. Circle or check "CORE" each time it appears.
 - b. Circle or check each Agency Code which your library has selected by referring to your library's Depository Selections list.

This is a properly marked shipping list for Library A, which has selected publications of the Division of Budget & Planning (AD-2) and the Department of Elementary & Secondary Education (ED-1).

CODE		CLASSIFICATION
	OFFICE OF ADMINISTRATION	
(AD-2)	<u>Budget & Planning Division</u> Budgeting for the 1980's. 1978. 32 p.	AD.Bu 2: B 85
(CORE)	(etc.)	
(ED-1)		
(CORE)		
PS-4		

2. Library A should expect to find in its shipment all publications circled above. It should not find the publications not circled. To check this, compare the documents received to the titles on the shipping list, and make a second mark by the codes for those received:

CODE	CLASSIFICATION
✓ AD-2	
✓ CORE	
✓ ED-1	
✓ CORE	
PS-4	

The sample shipment above was sent correctly because the two sets of marks match. Two types of errors might have occurred.

- a. Missing Document: If a code was marked the first time but not the second, it should have been received by the library, but was not.

✓ AD-2 In this sample ED-1 appears on the library's selection list, but Learning is Fun was not in the shipment. Send a Claim Form (see following page) as soon as possible, filled out as follows:

✓ CORE

✓ ED-1

✓ CORE

PS-4

SHIPPING LIST #	DATE OF SHIPPING LIST	CODE	TITLE
80	November 1, 1978	ED-1	<u>Learning is Fun</u>

- b. Extra Document: If a document is received for a code which was not on the library's selection list, please return to the State Library. For example, if Library A in the example above had received Planning for Missouri's Safety 1978-1982, it should have returned the document, since PS-4 had not been selected. Attach a note to documents returned stating "Received in Error under Agency Code _____," or something similar, with your name and library.

CLAIM

FOR

MISSOURI DEPOSITORY DOCUMENTS

Distributed under 181.110 RSMo (Supp. 1976).

Mail to: State Documents Librarian, Missouri State Library, P.O.Box 387, Jefferson
City, MO 65102

SHIPPING LIST #	DATE OF SHIPPING LIST	CODE #	TITLE

NAME: _____

LIBRARY: _____

DATE: _____

Please mail claims within 10 days of receipt of shipment.

CLASSIFICATION

Adoption of the Missouri State Documents Classification is entirely optional, and Missouri documents need not be kept in a separate collection. Since the majority of libraries cannot afford to integrate all documents completely into their main collections, however, most depository libraries use the Missouri Classification. Even if cost were not a factor, many feel that a separate collection has advantages for those interested in Missouri government publications. Use of the Missouri Classification allows documents to be placed on the shelf immediately upon receipt.

A separate booklet, Missouri State Documents Classification: Post-Reorganization Agency Codes and Form Division (Jan. 1977), explains the principles of the Missouri classification. Class numbers appear on shipping lists and in the monthly Missouri State Government Publications checklist. A separate listing by classification number for serials is also available. Depository libraries are encouraged to notify the State Documents Librarian of apparent errors in the assignment of new classification numbers.

For the convenience of depository libraries which wish to classify Missouri documents into Dewey or L.C., suggested classification numbers appear on the shelf list cards sent to depository libraries. (See next section).

RECORDKEEPING PROCEDURES

OCLC Cards

Utilizing the OCLC system, the State Library attempts to supply a main entry card for each new serial and monograph distributed. Cards are mailed to depository libraries in the regular bi-weekly shipments. Each shelf list card contains the Missouri Documents number in call number position; the main entry and full descriptive cataloging according to AACR2; necessary notes, including the Agency Code under which the document was distributed and suggested Dewey and LC classification numbers; Library of Congress subject headings; and added entries. By using the OCLC number which appears on each card, libraries which are OCLC members can produce full sets of catalog cards for selected documents.

It is one goal of the depository program to provide these shelf list cards as quickly as possible after the documents have been shipped. As might be expected, various factors intervene: a backlog of documents requiring cataloging; an increasingly large state agency publishing output; other, often conflicting, work assignments; staff schedules; and, surprises. Within these limitation, we have been forced to choose some documents as high priority based on their content, format, permanent value, or demand, and to catalog them before we attempt to catalog everything.

Documents are cataloged according to the second edition of the Anglo-American Cataloging Rules. This means that sometimes the main entry does not show the hierarchy of the issuing agency, or the main entry may even be a personal author or titles. At the request of depository libraries, the cataloger inputs an added entry for each document showing the hierarchy of the agency publishing the document if below departmental level. This is ususally an "incorrect" AACR entry. Therefore, the entry appears on the shelf list card, but does not remain in the permanent OCLC data base. As a result, libraries which wish to produce a full set of cards for a particular document must input the agency entry itself if it wishes it to appear on its cards. This entry is input in the 710 fields.

Following are samples of OCLC main entry cards for a serial and a monograph which show the parts of an OCLC card. If you have any questions concerning the cataloging of state documents contact the State Documents Librarian.

Missouri
documents
number

DOC
MO
SOC.He/
Ce 12:
yr

Corporate main entry

Missouri nursing home and boarding home
profiles. -- 1979- . -- Jefferson
City : Missouri Center for Health
Statistics, 1980-
v. : maps ; 28 cm. -- (Missouri
Center for Health Statistics
publication ; no. 3.7-)
Annual.

Information supplied by institutions
covered by Omnibus Nursing Home Act of
1979.

special note for
serials

For holdings see DOCUMENTS RECORD.
LC# RA997.5.M8 ; DDC# 362.16.
Agency code: SOC-3.

Agency code
for distribution

Mo 02 JUL 81 7545569 MOLDsl SEE NEXT CRD

DOC
MO
SOC.He/
Ce 12:
yr

Missouri nursing home and boarding home
profiles. ... 1980- (Card 2)

Correct added
entry for agency

1. Nursing homes--Missouri--
Statistics. 2. Extended care
facilities--Missouri--Statistics.
I. Missouri Center for Health
Statistics. II. Missouri Dept. of
Social Services. Division of Health.
Missouri Center for Health Statistics.

Incorrect
(according to
AACR2) hierarchy
added entry for
agency

OCLC control number

Mo 02 JUL 81 7545569 MOLDsl

DOC
MO
CARL.
Ins 2:
M 46

Medical malpractice in Missouri, 1975-
1980 / prepared by Statistical
Section, Missouri Division of
Insurance. -- [Jefferson City, Mo. :
Missouri Division of Insurance, 1981]
[133] p. in various pagings ; 28 cm.
Cover title.
Chiefly tables.

Suggested LC &
Dewey numbers

LC# HG8054.P5 ; DDC# 368.56.
Agency code: CARL-9.

1. Insurance, Physician's liability--
Missouri--Statistics. I. Missouri.
Division of Insurance. Statistical
Section. II. Missouri. Division of
Insurance. III. Missouri. Dept. of
Consumer Affairs, Regulation and
Licensing. Di vision of Insurance.

LC subject
heading

Card production
date

Mo 23 DEC 81 8G19922 MOLDxc

RECORDKEEPING PROCEDURES
(Con't.)

Shelf List Cards:

Unless state documents are fully integrated into the library's regular collection, a shelf list showing the location of all state documents is highly desirable. Otherwise, control over publications is difficult. If the Missouri classification is used, the shelf list can be arranged by MoDocs number. If the classification scheme is not used, the shelf list can be arranged by agency. The shipping list which accompanies documents provides the necessary information about issuing agencies.

Even if you use the OCLC cards as your shelf list cards, you may wish to prepare your own temporary shelf cards for use until the OCLC cards arrive. Your own check-in cards will be needed for serials, even with OCLC main entry cards. Check-in cards presently in use in your library for other publications can be used for state publications. Each record should include the following:

1. Call number (MoDoc, Dewey, or L.C.)
2. Issuing agency
3. Title
4. Frequency, if serial
5. Source (If non-depository state documents are included in the file, distinguish them from depository documents.)
6. Shelving location, if not indicated by call number. (Example: "Shelved in Quick Reference section.")

You may also wish to include:

7. Routing instructions
8. Binding information

The format of check-in records is up to each library. On the next page are samples of cards from the State Library's shelf list.

The social studies basic skills connection.
1982.

MONOGRAPHS

MO
NR.Pa
2:C 31

An inventory and evaluation of Missouri state parks cave resources. June 1982.
67 p.

C. 1, 2.

MO
LI
1:yr.

1951	1961	1971	1981 ✓	1991	2001	2011	2021
1952	1962	1972	1982 ✓	1992	2002	2012	2022
1953	1963	1973	1983	1993	2003	2013	2023
1954	1964	1974	1984	1994	2004	2014	2024
1955	1965	1975 ✓	1985	1995	2005	2015	2025
1956	1966	1976 ✓	1986	1996	2006	2016	2026
1957	1967	1977 ✓	1987				
1958	1968	1978 ✓	1988	TREASURER The funds of the State			
1959	1969	1979 ✓	1989				
1960	1970	1980 ✓	1990				

ANNUAL

MO
TR
10:yr./mo.

The funds of the State of Missouri. 10:yr./mo.

MONTHLY

[illegible]

RECORDKEEPING PROCEDURES
(Con't.)

Title File:

You will never regret creating a title file. As your collection grows, you will find it extremely valuable. The State Library maintains a title file for state documents with cards which show only title and call number. For more information, the call number leads to the detailed shelflist file. Examples of title entries:

The social studies basic skills connection.	MO ED 2:So 1/2
--	----------------------

Missouri conservationist.	MO CON 10:v./#
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RETENTION OF DOCUMENTS

According to the standards for depository libraries, a depository library shall:

Dispose of publications only in accordance with policies established by the State Library. Depository publications remain the property of the State Library. --6CSR 20-2.020
(2) (I)

WITHDRAWAL POLICY

In October 1980, the Missouri State Library established some broad guidelines for withdrawal of depository publications by full and partial depository libraries

Full depository libraries shall retain depository publications for five (5) years from date of receipt. Superseded publications may be withdrawn at any time when replaced through the depository system. Ephemeral or dated publications may be withdrawn at any time with the permission of the Missouri State Library. After five (5) years, full depository libraries may withdraw depository publications at the discretion of the local librarian and with the permission of the Missouri State Library.

Partial depository libraries shall retain depository publications for one (1) year from the date of receipt. Superseded publications may be withdrawn at any time when replaced through the depository system. Ephemeral or dated publications may be withdrawn at any time with the permission of the Missouri State Library. After one (1) year, partial depository libraries may withdraw depository publications at the discretion of the local librarian and with the permission of the Missouri State Library. No publication which appears annually or less often may be withdrawn unless a more recent edition has been received through the depository system, except by permission of the Missouri State Library.

REFERENCE ASSISTANCE, CIRCULATION AND INTERLIBRARY LOAN

The standards for depository libraries state that a library shall:

- (A) Provide reference assistance in the use of state publications to any Missouri resident. Circulation of the publications is encouraged.
- (B) Provide interlibrary loan service for state publications to any Missouri resident. --6CSR 20.020 (2) (A) & (B)

While circulation of documents is highly desirable, it is recognized that a few items must be available for reference; for example, the Code of State Regulations and the Official Manual.

REFERENCE ASSISTANCE , CIRCULATION AND INTERLIBRARY LOAN
(con't.)

Libraries are encouraged to request state documents which they do not have from the State Library or another depository. Also, do not hesitate to call or write the State Library with reference requests about state government. Even if the answer is not available in published form, the staff will contact state agencies to obtain as much information as possible. Call the State Documents Librarian (751-3075).

REQUESTS FOR ADDITIONAL COPIES OF DEPOSITORY ITEMS

If you request added copies of depository items from state agencies, make some reference to the depository program so that agencies will know that the copies they supplied were distributed. For example, "Although we received one copy of this publication through the depository library system, an additional copy is needed..." or "The copy which we received through the depository program has been stolen..."

NON-DEPOSITORY DOCUMENTS

You are, of course free to handle state documents which are not distributed through the depository system in any way you like. It will be helpful if you will send the State Documents Librarian a copy of the title page of any new document you receive separately which does not appear on a shipping list within a few weeks, so that he can request copies for all libraries.

CONCLUSION

The success of the depository program would not be possible without the great cooperation of all of the libraries and librarians involved. If you have any suggestions or comments please let the State Documents Librarian know.

John Finley
State Documents Librarian
Missouri State Library
P.O. Box 387
Jefferson City, MO 65102
314/751-3075

